When developing an authentic assessment in a work setting, you will want to assess the student’s ability to complete specific work tasks while also demonstrating understanding of workplace readiness skills and work expectations. Follow the steps below to create an authentic assessment in an employment environment.

☐ 1. Identify the standards for learning
   Begin with the end in mind. Identify what you want the student to know or be able to do.

☐ 2. Design and select authentic tasks
   Secure an employment site that matches the student’s interests and goals. Develop task(s) for the student to perform and demonstrate achievement towards standards.

☐ 3. Set the criteria
   Visit the worksite and observe workers completing the specific task(s). Identify the characteristics of good performance.

☐ 4. Instruct
   Develop a task analysis based on the student’s individual strengths and needs. Provide instruction to match the student’s learning preferences.

☐ 5. Evaluate progress
   Use data gathered in the task analysis to determine if the student is making progress towards task completion and independence.

☐ 6. Analyze data
   Continuously analyze data to determine achievement towards meeting the standards for learning. If additional reinforcement is necessary, practice the skill or task in the classroom or school environment.

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The content was developed under a contract (881-APE62524-H027A170107) from the Virginia Department of Education.

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